



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 JULY 2019
AT 2PM IN HARDY SEMINAR ROOM 1

Members	Rev Canon Professor Peter Neil Professor Scott Fleming Steve Deville Dr Robert Boast Alan Foster Jordan Fane Dr Andrew Jackson Graham Meeson Viv Kerridge Dr Graham Basten Jennifer Hamilton Dr Julia Lindley-Baker Dr Nick Gee Professor Chris Atkin Aimee Quickfall	Vice-Chancellor (Chair) Deputy Vice-Chancellor Chief Operating Officer Executive Dean: Learning, Teaching and Student Engagement Students' Union President 2019/20 Students' Union Vice President, Education 2019/20 Head of Research Acting Head of School: Humanities Member of Academic Staff, School of Humanities Head of School: Social Sciences Member of Academic Staff; School of Social Sciences Member of Academic Staff; School of Social Sciences Head of School: Teacher Development Member of Academic Staff, School of Teacher Development Member of Academic Staff, School of Teacher Development
Invited	Andrew Carr	Admissions Manager
Officer	Stephanie Gilluly	Registrar
Minutes	Leanne Chancellor	Executive Assistant to the Deputy Vice-Chancellor

The Chair thanked members for their attendance at the final Senate meeting of the academic year 2018/19.

1. Apologies

1.1 Apologies were RECEIVED from the following members:

- Dr Sacha Mason, Academic Staff Member of University Council;
- Dr Craig Spence, Member of Academic Staff; School of Humanities;
- Rachel Harvey, Director of Planning;
- Kelly Fisher, Head of Quality and Regulatory Compliance;
- Ryan Eccles, Undergraduate Student Representative;
- Arran Hart, Postgraduate Student Representative.

The Chair welcomed the new Students' Union Executive Team 2019/20 to the meeting.

2. Minutes of Previous Meetings

2.1 12 June 2019

The minutes of the Senate meeting held on 12 June 2019 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

3. Matters Arising

3.1 Action Table

Senate RECEIVED an updated action table from the meeting on 12 June 2019 and NOTED that the actions were either covered under substantive agenda items or had been actioned and closed.

3.2 Any Other Matters

There were no further matters raised.

4. Academic Enhancement Committee (AEC) Approved Policies, Regulations and Codes of Practice

Senate RECEIVED, ENDORSED and APPROVED the following policies and reports, presented by the Registrar.

The Chair noted that a full review of the following policies and reports was provided in detail in the AEC minutes from 10 July 2019.

- 4.1 • Code of Practice for Support for Study;
- 4.2 • Code of Practice for Anonymous Marking;
- 4.3 • Regulations for the Award of Postgraduate Certificate in Education and Professional Graduate Certificate in Education 2019;
- 4.4 • Code of Practice for Academic Misconduct;
- 4.5 • Student Agreement;
- 4.6 • Code of Practice for the Assessment of Students;
- 4.7 • Code of Practice for the Validation of Programmes;
- 4.8 • Code of Practice for Changes to Validated Programmes;
- 4.9 • Policy in Respect of the Admission and Welfare of Students Who Are Under the Age of 18 at Entry;
- 4.10 • Code of Practice for Academic Appeals;
- 4.11 • Code of Practice for Intercalation;
- 4.12 • Regulations for Undergraduate Awards;
- 4.13 • Regulations for Minor Awards.

The Chair thanked all the staff involved in reviewing and updating the above Codes of Practice, Regulations and Policies and noted that a lot of hard work had gone into these documents to ensure the University is up-to-date and compliant.

5. Further Policies, Regulations and Codes of Practice

5.1 Code of Practice for the Admission of Students 2020

Members RECEIVED and NOTED the updated Code of Practice for the Admission of Students 2020, presented by the Admissions Manager.

The Admissions Manager noted that the Code of Practice had been updated to provide clarity and reassurance to staff and students about procedures, which ensure a consistent

and transparent approach to the admissions of students.

Members were CONTENT to APPROVE the Code of Practice for the Admission of Students 2020.

5.2 Code of Practice for DBS Checks for Applicants and Students for 2020 Entry

Members RECEIVED and NOTED the updated Code of Practice for Applicants and Students for 2020 Entry, presented by the Admissions Manager.

The Admissions Manager noted that the key revision to the Code of Practice was within the courses listed in Annexe A, the inclusion of where responsibility for a waiver from Ofsted lies and additional details on international DBS checks.

Members were CONTENT to APPROVE the Code of Practice for Applicants and Students for 2020 Entry.

5.3 Research Ethics Policy

Members RECEIVED and NOTED the updated Research Ethics Policy, presented by the Deputy Vice-Chancellor (DVC).

The DVC noted that this was an interim review of the Research Ethics Policy, to try and make it more streamlined and user-friendly for all users, not just for the applicant, but also for those reviewing the applications.

It was noted that the Research Ethics Committee would be completing further work on this policy next academic year.

Members were CONTENT to APPROVE the Research Ethics Policy.

5.4 Student Transport, Accommodation and Subsistence Policy

Members RECEIVED and NOTED the updated Student Transport, Accommodation and Subsistence Policy, presented by the Registrar.

The Registrar noted that the policy had been reviewed to ensure efficiencies across placement travel arrangements and there had been many amendments made to the policy, which had been reviewed and proposed by the Quality Assurance Committee.

It was noted that amendments had been made to:

- Section 2.1;
- Section 4.2;
- Section 5.6;
- Section 6.2;
- Section 7.8;
- Sections 10.1 and 10.3;
- Sections 12.2, 12.3, 12.4, 12.6 and 12.9.

Members were CONTENT to APPROVE the Student Transport, Accommodation and Subsistence Policy.

6. Records of Decision for Institutional Approval

6.1 Institutional Approval – Dutton Fisher Associates Ltd

Senate RECEIVED and NOTED the Record of Decision for Institutional Approval for Dutton

Fisher Associates Ltd.

The Registrar noted that all the recommendations and conditions had been met and had been noted at AEC in July 2019.

The DVC (as Chair of the Institutional Approval event) confirmed to Senate that the validation of Dutton Fisher had gone through due process.

It was noted that the Registrar and the Head of Quality and Regulatory Compliance were scheduled to meet with Dutton Fisher on 16 August 2019, to discuss the next steps, the Programme Approval event and the timeline for progression of the programme.

7. Records of Decisions

7.1 BA (Hons) Psychology

Senate RECEIVED and NOTED the Record of Decision for the BA (Hons) Psychology programme under the School of Social Sciences.

The Registrar noted that all the recommendations and conditions had been met and had been noted at AEC in July 2019.

7.2 BA (Hons) Psychology and Counselling

Senate RECEIVED and NOTED the Record of Decision for the BA (Hons) Psychology and Counselling programme under the School of Social Sciences.

The Registrar noted that all the recommendations and conditions had been met and had been noted at AEC in July 2019.

7.3 BA (Hons) Undergraduate Award with Foundation Year

Senate RECEIVED and NOTED the Record of Decision for the BA (Hons) Undergraduate Award with Foundation Year programme under the Centre for the Enhancement in Learning and Teaching (CELT).

The Registrar noted that all the recommendations and conditions had been met and had been noted at AEC in July 2019.

8. Other Policy Updates

8.1 The Registrar reported that there were no further policy updates to present to Senate.

9. Minutes of Meetings of Subcommittees of Senate

9.1 Academic Enhancement Committee held on 10 July 2019

Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee held on 10 June 2019 and noted the discussions on:

- TEF Subject Level Pilot Results;
- National Satisfaction Survey (NSS);
- Access and Participation Plan (APP);
- Student Protection Plan.

9.2 Extra-Ordinary Stakeholder Engagement Committee held on 14 May 2019 and the Stakeholder Engagement Committee held on 26 June 2019

Senate RECEIVED and NOTED the minutes from the extra-ordinary meeting of the Stakeholder Engagement Committee held on 14 May 2019 and the meeting of the Stakeholder Engagement Committee held on 26 June 2019.

10. Key Items from University Council

10.1 The Registrar, on behalf of the Academic Staff Member of University Council, noted the following key items from the University Council meeting on 3 July 2019:

- Council was presented with the final draft University Strategy 2019-25, which was approved following minor amendments;
- Council received an update on the University's Company Status including Articles of Association incorporating the Instruments and Articles of Government, Scheme of Delegation and Terms of Reference;
- Council received an update on student recruitment;
- Council received the financial forecast and 2019/20 budget;
- Council approved the Fee Register, Charges and Student Debt Policy 2019/20 and 2020/21;
- Council received the following OfS documents:
 - Access and Participation Plan;
 - Student Protection Plan;
 - Prevent Return Response;
- Feedback was given on the meeting of the Academic Advisory Group on 20 June 2019;
- Council welcomed two new members of University Council, the Diocesan nominee, Revd Sonia Barron and Professor Marianne Howarth. Their membership will commence as of 1 August 2019.

11. Any Other Business

11.1 School of Humanities and School of Social Sciences Subject Discussions.

The Chair noted that following the Portfolio Summit meeting on 17 June 2019, a panel consisting of the Vice-Chancellor, DVC, Executive Dean: Learning, Teaching and Student Engagement and the relevant Head of School, met with all the Subject Teams in the School of Social Sciences and the School of Humanities, in view of the challenges relating to recruitment and the small numbers in many subject areas. It was noted that the Director of Human Resources attended the Social Sciences meeting and the Director of Marketing, Recruitment and Communications the Humanities meeting.

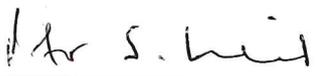
The Chair noted that he was impressed by the level of discussion with the Subject Teams and the creative ideas they raised as ways of developing the portfolio.

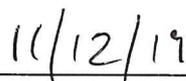
12. Dates of Future Meeting(s)

- 12.1
- Wednesday 23 October at 2pm.

The Chair thanked everyone for all their work, help and support throughout the academic year.

Signed by the Chair:


Revd Canon Professor Peter Neil


Date